## LGM Quran School

## Teacher Job Description

**Job Title:** Teacher

**Place of work:** Leeds Grand Mosque

**Session payment: £20 per session**

**Hours/time /day:** 2 hours 10:00-12:00 on Saturday

**Responsible to:** Head Teacher

## Working relations

Internal- Teaching Staff

Volunteers
 Children

External- Parents/families

Purpose of the Role:

We are seeking to appoint an outstanding teacher who will support the headteacher and other members of staff to ensure our Quran school becomes self-sufficient and an exemplary model for similar supplementary Quran schools in Leeds.

You main role will be to teach children aged 7+ (boys and girls) how to read the Qur'an with tajweed, memorise the Qur’an and go through some basic tafseer of the surah’s that the children will be memorising.

**The successful candidate will:**

* Be dedicated to raising the attainment and achievement of all pupils through top quality teaching and high expectations
* Have a track record of impressive practise in securing outcomes for children
* Be well organised and have superb classroom management skills
* Provide a positive and vibrant learning environment
* Inspire, challenge and motivate all learners
* Be able to build positive relationships with staff and parents

**Main Duties:**

* Prepare in advance for all your lessons and ensure that you cater for all learners.
* Arrive 15 minutes early to set up your classroom and be ready to receive the children.
* Deliver outstanding lessons that are well paced, differentiated and allow for pupil progress using the schemes of work provided.
* Ensure all the children in your care are safe, happy and treated equally.
* Write reports to feedback on the progress of your students.
* Pack up and leave your classroom tidy allowing for 15 minutes after your session ends.
* Attend parent’s evenings to feedback on the progress of your students.
* Support the head teacher to plan and run the end of year ceremony.
* Follow and apply school procedures and policies.

**Person Specification:**

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| **Criteria** | **Essential** | **Desirable** |
| Personal | * Genuine interest in children
* Strong drive and energy
* Lively nature
* Able to work within a team
* Enthusiastic and committed
* Able to form good working relationships with staff, students and parents
* Able to cope with pressure
* Prepared to do far more for far less reward
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| Qualifications | * A relevant qualification or a minimum of one year’s experience of working in a similar environment
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| Experience | * Working with children aged 7+
* Teaching Qur’an
* Developing schemes of work and lesson plans
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| Knowledge | * Child protection issues and practice
* Good knowledge of effective teaching strategies and pedagogy
* Good knowledge of tajweed rules to read and recite the Qur’an
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| Skills | * Flexible and able to use own initiative
* Ability to inspire and motivate students
* Good ICT skills
* Good written and spoken communication skills
* Ability to keep records, monitor and review work
* Effective organisational and communication skills
 | * Fluent speaker of Arabic and English
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| Philosophy | * High expectations of pupils, themselves and colleagues
* Commitment to quality in all aspects of school life
* Desire to improve
* Can demonstrate and promote best practice in teaching and learning.
* Commitment to the development of the whole child.
* Commitment to inclusive education.
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| School Specific | * Emotionally intelligent
* Sense of humour
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**Any Special Conditions of Service:**  No smoking policy.

 **Working/ special conditions:**

LGM operates an Equal Opportunities Policy and all staff are expected to be aware of their responsibilities arising from it.